



**ROBERT RYANS**  
Director

**COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY**

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE BRATHWAITE BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

**CSS Board Deputies  
Informational Meeting**

**A G E N D A**

**Revised 1/20/04\***

**Wednesday, January 21, 2004  
10:00 a.m. to Noon  
Conference Room 585AB  
Kenneth Hahn Hall of Administration**

**INTRODUCTION: Cynthia Banks, Chief Deputy**

**DISCUSSION**

**Board Letter:**

1. Cal-WORKS Youth Jobs
2. Workforce Investment Act Marketing Campaign

**Other Matters:**

- Low-Income Home Energy Assistance Program (LIHEAP)
- Workforce Investment Act Update
- RWG Agreement\*

**Public Comment**

**Adjournment**

**Next Meeting, February 18, 2004**

For information concerning this meeting contact Pat Senette-Holt, Board Liaison, at (213) 738-2065

## **CAL WORKS YOUTH JOBS**

## Board Letter Summary Sheet for CSS Board Deputies

Name of Board Letter	APPROVAL OF PROVISIONAL CalWORKs YOUTH JOBS FUNDING ALLOCATIONS
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) 1/20/04 2) 2/17/04 3) 3/01/04
Branch / Author, Title	Community Senior Services / D.B. Quan, Youth Programs
Summary of Board Letter	<p>IT IS RECOMMENDED THAT YOUR BOARD:</p> <ol style="list-style-type: none"> <li>1. Approve funding allocations in the amount of \$4,500,000, of which \$4,372,980 will be used for contract service providers and \$127,020 will be used for Community and Senior Services (CSS) administrative costs, as indicated on Attachment A for provision of CalWORKs Youth Jobs program services, effective date of Board approval through September 30, 2004.</li> <li>2. Authorize the Director or his designee, to negotiate and execute contracts, in substantially similar form to Attachment B, after County Counsel approval as to form, with CalWORKs Youth Job providers, listed on Attachment A, for the provision of CalWORKs Youth Jobs program services, effective date of Board approval through September 30, 2004.</li> <li>3. Authorize the Director or his designee, to execute contract amendments in substantially similar form to Attachment C, to increase or decrease contract amounts based on contractor performance and availability of funding provided that: (a) the amount of change does not exceed 15% of the original contract amount; (b) approval of County Counsel, the Chief Administrative Office (CAO) and the Department of Public Social Services (DPSS) is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors, the CAO and DPSS within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.</li> </ol>
Dollar Amount	\$ 4,500,000

Source of Funding	CalWORKs Performance Incentive Funds from DPSS
Strategic Plan Goal	The recommended actions are consistent with the principles of the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.
Additional Issues	None

# IMPACT BY SUPERVISORIAL DISTRICT

ATTACHMENT

Agency	Supervisorial District Projected Amounts					Total Amounts
	1	2	3	4	5	
LACWIA	\$856,270	\$294,889	\$40,238	\$91,921	\$283,339	\$1,566,657
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$856,270</b>	<b>\$294,889</b>	<b>\$40,238</b>	<b>\$91,921</b>	<b>\$283,339</b>	<b>\$1,566,657</b>

## Number of Clients Served by Supervisorial District

District 1:	485
District 2:	167
District 3:	23
District 4:	52
District 5:	161
<b>TOTAL:</b>	<b>888</b>

January 20, 2004

**DRAFT**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF CalWORKs YOUTH JOBS FUNDING ALLOCATIONS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve funding allocations in the amount of \$4,500,000, of which \$4,372,980 will be used for contract service providers and \$127,020 will be used for Community and Senior Services (CSS) administrative costs, as indicated on Attachment A for provision of CalWORKs Youth Jobs program services, effective date of Board through September 30, 2004.
2. Authorize the Director or his designee, to negotiate and execute contracts, in substantially similar form to Attachment B, after County Counsel approval as to form, with CalWORKs Youth Jobs providers, listed on Attachment A, for the provision of CalWORKs Youth Jobs program services, effective date of Board approval through September 30, 2004.
3. Authorize the Director or his designee, to execute contract amendments in substantially similar form to Attachment C, to increase or decrease contract amounts based on contractor performance and availability of funding provided that: (a) the amount of change does not exceed 15% of the original contract amount; (b) approval of County Counsel, the Chief Administrative Office (CAO) and the Department of Public Social Services (DPSS) is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors, the CAO and DPSS within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

CSS is the lead agency for the CalWORKs Youth Jobs Program (Long Term Family Self-Sufficiency Project #23) and receives CalWORKs Performance Incentive Funds from DPSS to administer the Program.

The CalWORKs Youth Jobs Program is a paid work experience program offered during the youth's school break and is designed to help CalWORKs youth move down the path to self-sufficiency and to enhance the Workforce Investment Act (WIA) Youth Program. Youth Jobs offers a preventative intervention strategy designed at encouraging youth who are currently in school to remain in school and at the same time, enable those who are out-of-school to experience the opportunities that further education can open up for them. Youth Jobs provides youth with tangible real life exposure to the world of work and because it is tied to an educational component through basic skills assessment and remediation, youth realize that the key to their future success lies in education. Youth Jobs has been in existence since 2000/01.

### **Continued Funding for CalWORKs**

On June 23, 2003, the Department of Public Social Services (DPSS) presented a board letter that included a recommendation for the allocation of Performance Incentive funds. As your Board has identified maintenance of the Youth Jobs program as a major priority, one of the funding recommendations forwarded by DPSS was the funding of the CalWORKs Youth Jobs Program for 2004 in the amount of \$4.5 million for the provision of Youth Jobs services for the summer of 2004.

Your Board subsequently approved DPSS' \$4.5 million funding recommendation with the provision that up to \$450,000 would be allowed for preparatory/start up costs but stipulating, per Supervisor Burke's motion, that start up costs would be taken from the initial \$4.5 million, and not be in addition to that amount. Your Board further stipulated that preparatory/start up costs activities could commence in February 2004.

### **Performance Measures**

The CalWORKs Youth Jobs Program performance evaluation is aligned with the County's Performance Counts! Initiative. The standard of performance measurement for program effectiveness is indicated by youth achieving one of the following positive outcomes:

- Youth remained/returned to school;
- Youth obtained high school diploma/GED; or
- Youth found unsubsidized employment.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.

**FISCAL IMPACT/FINANCING**

Funding for the CalWORKs Youth Jobs program is made available by your Board's June 23, 2004 adoption of the consensus recommendations of the Stakeholders, consisting of representatives from DPSS, the Chief Administrative Office (CAO), New Directions Task force, Public Social Services Commission, and the Community Planning Group.

The projected cost for the CalWORKs Youth Jobs program for the term of the contract (date of Board approval through September 30, 2004) is \$4,500,000. A breakdown of the costs is provided below:

7 LWIAs (Attachment A, Page 1)	\$ 2,806,323
Los Angeles County Workforce Investment Area Service Providers (Attachment A, Page 2)	\$ 1,566,657
CSS Administration/Overhead	\$ <u>127,020</u>
<b>Total</b>	<b>\$ 4,500,000</b>

Preparatory/Start-up costs of up to \$450,000 will be taken from the \$4.5 million total allocation.

The CalWORKs Youth Jobs program is fully financed using CalWORKs Performance Incentive funding from DPSS, which includes funding for administrative/overhead costs. There is no impact on the County general fund. Funding allocations for Youth Jobs will be included into CSS budget for two fiscal years: FY 2003-04 Budget and FY 2004-5 Proposed Budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The CalWORKs Youth Jobs program aims at helping teens become self-sufficient adults by providing paid work-based learning through employment opportunities during



their school breaks coupled with basic skills remediation, career planning, and employment readiness skills training. Following completion of the program and to the extent WIA Youth Program funds are available, the CalWORKs youth are encouraged to participate in the WIA program.

The intent is to ensure that CalWORKs eligible youth receive services, not otherwise available, that will expose them to the world of work and which are also linked to educational learning. Eligible youth are teens ages 14-19 who are members of a family receiving CalWORKs cash assistance, with priority given to pregnant and/or parenting teens.

In an effort to ensure seamless service delivery and coordination between the WIA and CalWORKs programs, the WIA Youth service providers, as well as the other seven Local Workforce Investment Areas (LWIAs) in the County, are used for provision of CalWORKs Youth Jobs program services.

The funding levels for Los Angeles County's eight (8) LWIAs were established based on each LWIA's proportionate share of the total number of teens receiving CalWORKs assistance in the County (based on DPSS' most current data).

The Los Angeles County Workforce Investment Board (WIB) approved the allocation of the anticipated funding allocations on January 8, 2004.

There is a Memorandum of Understanding (MOU) between CSS and DPSS to provide CalWORKs Youth Jobs services. The MOU is automatically renewed for successive one-year periods contingent upon the availability of funding. DPSS has reviewed and concurs with the recommended actions.

### **CONTRACTING PROCESS**

CSS released a Request for Proposal (RFP) on February 10, 2000 to solicit service providers for the CalWORKs Youth Jobs program in the Los Angeles County Workforce Investment Area. The sixteen (16) service providers on Attachment A are the successful applicants who were previously approved by your Board to provide program services.

CSS will ensure that all approved contractors are monitored relative to contract compliance and administrative, programmatic and fiscal requirements.

Attachment D provides information about each contractor's status with regard to minority and women-owned business enterprises.

Youth Jobs Contractors and the eight (8) LWIAs have been notified of the continuation of CalWORKs Youth Jobs funding for the summer of 2004 and of Burke's motion to allow for preparatory/start-up activities as early as February, 2004. However, they have also been informed that no start-up activities can begin until CSS' funding recommendation board letter is filed and approved by the Board of Supervisors.

Contracts will be executed with terms of performance effective from the date of Board approval through September 30, 2004. Due to the fact that the contract period crosses two fiscal years (2003-04 and 2004-05), there will be one contract with two separate budgets (one for each fiscal year) for each of the sixteen (16) contractors and eight (8) LWIAs. This contracting process is contingent upon CSS getting authority to carryover any unspent funds from the first fiscal period into the second fiscal period.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Continuation of the CalWORKs Youth Jobs program for this short period will ensure that low-income and pregnant and/or parenting teens continue to receive valuable services which will enable them to attain self-sufficiency.

Respectfully submitted,

ROBERT RYANS  
Director

Attachments (4)

c: David E. Janssen  
Lloyd W. Pellman  
Violet Varona-Lukens  
Bryce Yokomizo

**CAIWORKS YOUTH JOBS PROGRAM FY 2003-04/2004-05 FUNDING ALLOCATION**  
**FOR LOCAL WORKFORCE INVESTMENT AREAS**

<b>CAIWORKS LTFSS Youth Jobs Funding Distribution To Local Workforce Investment Areas (LWIA):</b>		
Carson, Lomita, Torrance Workforce Investment Board (WIB)	\$	75,867
City of Long Beach	\$	344,876
City of Los Angeles	\$	1,771,813
County of Los Angeles*	\$	1,693,677
Southbay Service Center WIB	\$	214,831
Southeast Los Angeles County WIB	\$	112,703
Foothill WIB	\$	91,121
Verdugo WIB	\$	195,112
<b>CAIWORKS LTFSS Youth Jobs Funding Total</b>	<b>\$</b>	<b>4,500,000</b>

Attachment A  
Page 2 of 2

**LA County Workforce Investment Area (LACWIA)**

## CalWORKs LTFSS Youth Jobs Funding Distribut

LA County Workforce Investment Area (LACWIA) CalWORKs LTFSS Youth Jobs Funding Distribution:							TOTAL
	District 1	District 2	District 3	District 4	District 5		
Antelope Valley One-Stop	\$ -	\$ -	\$ -	\$ -	\$ 25,163	\$ 25,163	
Catholic Charities of Los Angeles Inc. (Archdiocese of LA)	\$ 27,178	\$ 36,124	\$ 27,332	\$ -	\$ 48,644	\$ 139,278	
City of Compton	\$ -	\$ 84,474	\$ -	\$ -	\$ -	\$ 84,474	
Communities in Schools	\$ -	\$ 33,550	\$ -	\$ -	\$ -	\$ 33,550	
East San Gabriel Valley Consortium (dba LA Works)	\$ 84,525	\$ -	\$ -	\$ 33,836	\$ 74,932	\$ 193,293	
HUB Cities Consortium	\$ 162,484	\$ 49,869	\$ -	\$ -	\$ -	\$ 212,353	
Los Angeles County Office of Education (LACOE)	\$ 11,262	\$ 37,224	\$ 12,906	\$ -	\$ 47,859	\$ 109,251	
Maravilla Foundation	\$ 29,053	\$ -	\$ -	\$ -	\$ -	\$ 29,053	
Mid-San Gabriel Valley Consortium	\$ 145,121	\$ -	\$ -	\$ -	\$ 517	\$ 145,638	
Pomona Valley Youth Employment Services	\$ 65,409	\$ -	\$ -	\$ 16,962	\$ -	\$ 65,409	
SER South Bay/Jobs for Progress	\$ -	\$ 8,726	\$ -	\$ -	\$ -	\$ 25,688	
Soledad Enrichment Action Inc.	\$ 65,409	\$ -	\$ -	\$ -	\$ -	\$ 65,409	
Southeast Area Social Services Funding Authority	\$ 50,826	\$ -	\$ -	\$ 41,123	\$ -	\$ 91,949	
West San Gabriel Valley Consortium (dba Career Partner)	\$ 182,660	\$ -	\$ -	\$ -	\$ 60,701	\$ 243,361	
William S. Hart UHSD	\$ -	\$ -	\$ -	\$ -	\$ 25,523	\$ 25,523	
Youth Opportunities Unlimited	\$ 32,343	\$ 44,922	\$ -	\$ -	\$ -	\$ 77,265	
LACWIA Service Providers Total	\$ 856,270	\$ 294,889	\$ 40,238	\$ 91,921	\$ 283,339	\$ 1,566,657	
CSS Administration						\$ 127,020	
Grand Total						\$ 1,693,677	

Contract No. \_\_\_\_\_



**COUNTY OF LOS ANGELES  
LONG-TERM FAMILY SELF-SUFFICIENCY PLAN  
CALWORKS YOUTH JOBS CONTRACT**

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_, 2004, by and between the County of Los Angeles, by and through its Department of Community and Senior Services ("DCSS"), and \_\_\_\_\_ ("CONTRACTOR").

**RECITALS**

**WHEREAS**, in 1997, the California Legislature enacted the California Work Opportunity and Responsibility to Kids Act, also known as the CalWORKs program (*Cal. Welf. & Inst. Code §11200 et seq.*); and,

**WHEREAS**, the County has received funding under the CalWORKs program to administer various projects included in the Long-Term Family Self-Sufficiency ("LTFSS") Plan for CalWORKs and low-income families, which plan was approved by the Board of Supervisors on November 16, 1999; and

**WHEREAS**, the LTFSS Plan is coordinated by the County's Department of Public Social Services ("DPSS") through memoranda of understanding with various County departments designated as "Lead County Agencies" for administration of the implementation of the various projects; and,

**WHEREAS**, DCSS has entered into a memorandum of understanding ("MOU") with DPSS to effect an intra-fund transfer of CalWORKs monies for implementation of the CalWORKs Youth Jobs Project administered by DCSS; and,

**WHEREAS**, DCSS, with the concurrence of DPSS, has determined that effective and efficient administration of the CalWORKs Youth Jobs Project requires subcontracts with one or more Contractors, as the term is defined in the attached Exhibit A, Standard Terms and Conditions of this Contract; and,

**WHEREAS**, the CONTRACTOR is a public entity authorized to provide and/or administer services, including job training services, within the County of Los Angeles and,

**WHEREAS**, the County and the CONTRACTOR are entering into this Contract for the purpose of administering the CalWORKs Youth Jobs Project in accordance with applicable CalWORKs provisions, implementing regulations, grant requirements, rules and policies, including the terms of the MOU between DCSS and DPSS.

**NOW, THEREFORE**, for and in consideration of the foregoing premises and for the express intention of carrying out the purposes of the CalWORKs Youth Jobs Project as administered by the County of Los Angeles, the parties do hereby agree as follows:

**SECTION 1. APPLICABLE DOCUMENTS.** (a) This Contract consists of this four (4) page document and the following exhibits and attachments, inclusive:

- (1) Standard Terms and Conditions (Exhibit A)
- (2) Mandated Program Requirements (Exhibit B)
- (3) Statement of Work (Exhibit C)
- (4) Participant Characteristics Summary (Exhibit D)
- (5) Budget Forms (Exhibit E)

(b) In the event of any conflict in the definition or interpretation of any word, responsibility, or contents of a deliverable product or service between this four (4) paged document and the exhibits attached hereto, said conflict or inconsistency shall be resolved in favor of Exhibit A to this Contract.

**SECTION 2. CONTRACTOR OBLIGATIONS.** (a) CONTRACTOR shall comply with all terms and conditions of this Contract (including all terms contained in the exhibits hereto), and those imposed and required by CalWORKs provisions, implementing regulations, grant requirements, rules and policies (which may from time to time be amended, modified or revised by the State), and agrees to the terms and conditions of the MOU between DPSS and DCSS.

(b) In addition to other obligations set forth in this Contract, and subject to County oversight, the CONTRACTOR shall perform those activities identified in the Statement of Work (Exhibit C).

**SECTION 3. COUNTY OBLIGATIONS.** (a) The County agrees to reimburse CONTRACTOR for provision of services identified in the Statement of Work (Exhibit C) in accordance with relevant invoicing policies and procedures set forth in this Contract; provided, however, that the amount obligated and paid to the CONTRACTOR by the County shall not exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_.00) during the term of this Contract.

(b) The County agrees to reimburse CONTRACTOR for allowable administrative costs associated with carrying out the intent and purpose of this Contract; provided, however, that such costs do not exceed the limitations contained in the MOU between DPSS and DCSS; and further provided that such costs, when combined with amounts reimbursed for provision of services, does not exceed the allocation set forth in SECTION 3(a) herein.

(c) Notwithstanding any provision in this Contract to the contrary, due to the uncertainty regarding the continued funding of the CalWORKs Youth Jobs mentioned herein, DCSS shall retain the right to terminate the Contract at any time if grant funding for the

## Attachment B

CalWORKs Youth Jobs is otherwise terminated and/or the CalWORKs Youth Jobs is not authorized for continuation; provided however, that CONTRACTOR shall be entitled to 30-day advance written notice of such termination.

**SECTION 4. TERM.** The term of this Contract shall commence on \_\_\_\_\_ and terminate no later than **September 30, 2004**, except as otherwise provided herein.

**SECTION 5. NOTICES/AUTHORIZED SIGNATURES.** (a) **Notices:** Unless otherwise set forth in this Contract, notices required or permitted to be given under the terms herein or by any law now or hereafter in effect, shall be sent to:

(a) County of Los Angeles

Robert Ryans, Director  
Department of Community and  
Senior Services  
County of Los Angeles  
3175 West Sixth Street  
Los Angeles, CA 90020-1798

(b) CONTRACTOR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_

(c) **Authorized Signatures.** Person(s) authorized to sign CONTRACTOR's Reimbursement Requests:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

**Attachment B**

**IN WITNESS WHEREOF**, the County of Los Angeles, has caused this Contract to be subscribed on its behalf by the Director of Community and Senior Services, or his designee, and the CONTRACTOR has subscribed the same through its authorized officer, the day, month and year first above written. The person signing on behalf of the CONTRACTOR warrants that he or she is authorized to bind the CONTRACTOR, and attests to the truth and authenticity of representations made and documents submitted and incorporated as part of this contract, under penalty of perjury.

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_  
Robert Ryans, Director  
Department of Community & Senior Services

Approved as to Form:

LLOYD W. PELLMAN  
County Counsel

By: \_\_\_\_\_  
Deputy

**[CONTRACTOR NAME]**

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print or Type Name)

\_\_\_\_\_  
(Title)





CONTRACT # \_\_\_\_\_

AMENDMENT # \_\_\_\_\_

**COMMUNITY AND SENIOR SERVICES  
OF THE COUNTY OF LOS ANGELES**

**CONTRACT AMENDMENT**

**CalWORKS YOUTH JOBS  
LONG TERM FAMILY SELF SUFFICIENCY PROGRAM**

This **AMENDMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between the **COUNTY OF LOS ANGELES**, hereinafter referred to as the "**COUNTY**" and \_\_\_\_\_ hereinafter referred to as the "**CONTRACTOR**".

**WHEREAS**, the parties hereto have previously entered into a Contract on the \_\_\_\_\_ day of \_\_\_\_\_, 2004, pursuant to the Long Term Family Self Sufficiency Plan – CalWORKS Youth Jobs whereby the CONTRACTOR was allocated \_\_\_\_\_ (FY2004-05) for the provision of services; and

**WHEREAS**, the parties hereto desire to amend said Contract in accordance with the terms and conditions set forth below.

**NOW THEREFORE**, the parties hereto agree as follows:

- I. **Subsection (a) of SECTION 3 (COUNTY OBLIGATION)**, is amended in its entirety as follows:

The County agrees to reimburse CONTRACTOR for provision of services identified in the Statement of Work (Exhibit C) in accordance with relevant invoicing policies and procedures set forth in this Contract; provided, however, that the amount obligated and paid to the CONTRACTOR by the County shall not exceed \_\_\_\_\_ dollars (\$\_\_\_\_\_.00) during the term of this Contract.

- II. **SECTION 4 (TERM)** is amended in its entirety to read as follows:

The term of this Contract shall commence on \_\_\_\_[original date]\_\_\_\_, 2004 and terminate no later than \_\_\_\_\_, 200\_\_\_\_, except as otherwise provided herein.

- III. The following ATTACHMENT AND EXHIBIT DOCUMENTS are hereby amended by adding new/revised documents, which are attached hereto, and which will reflect the time extension and/or increase in services, as applicable:

Statement of Work (Exhibit C)  
Participant Characteristics Summary (Exhibit D)  
Budget Forms (Exhibit E)

- IV. Except as expressly amended by this Amendment, the terms and conditions of the original Contract shall remain in full force and effect

**IN WITNESS WHEREOF**, the County of Los Angeles has caused this contract amendment to be subscribed on its behalf by the Director of Community and Senior Services, or his designee, and the CONTRACTOR has subscribed the same through its authorized officer, the day, month, and year first above written. The person signing on behalf of the CONTRACTOR warrants under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_  
**Robert Ryans, Director  
Community and Senior Services  
County of Los Angeles**

**Approved as to Form:  
LLOYD W. PELLMAN  
County Counsel**

By: \_\_\_\_\_  
**Deputy**

**CONTRACTOR**

By: \_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Print or Type Name)**

\_\_\_\_\_  
**( Title)**

\_\_\_\_\_  
**(Date)**

**Minority/Participation/Ownership of Firms/Agencies Entities  
PERCENT MINORITY/WOMEN PARTICIPATION**

<b>FIRM/AGENCY/ENTITY</b>	<b>OWNERSHIP (1)</b>	<b>PARTNERSHIP (1)</b>	<b>BOARD MEMBERS</b>	<b>STAFF</b>
Antelope Valley	N/A	N/A	58%/64%	75%/75%
East San Gabriel Valley Consortium dba L.A. Works	N/A	N/A	33%/33%	38%/33%
Career Partners / El Monte	N/A	N/A	63%/25%	73%/73%
West San Gabriel Valley Consortium dba Career Partners	N/A	N/A	18%/18%	86%/69%
City of Compton	N/A	N/A	100%/17%	10%/80%
Hub Cities Consortium	N/A	N/A	83%/17%	95%/67%
Southeast Area Social Services Funding Authority (SASSFA)	N/A	N/A	60%/40%	72%/78%
Communities in School	N/A	N/A	77%/61%	95%/73%
Los Angeles Office of Education (LACOE)	N/A	N/A	43%/86%	85%/85%
Archdiocese of Los Angeles	N/A	N/A	33%/50%	85%/78%
Pomona Valley Youth Employment Services	N/A	N/A	100%/40%	100%/80%
Soledad Enrichment Action, Inc.	N/A	N/A	69%/10%	99%/44%
SER So. Bay/Jobs For Progress	N/A	N/A	100%/60%	90%/75%
Maravilla Foundation	N/A	N/A	100%/13%	95%/30%
William S. Hart UHSD	N/A	N/A	20%/40%	15%/60%
Youth Opportunities Unlimited	N/A	N/A	60%/60%	50%/70%

## **Workforce Investment Act Marketing Campaign**

## Board Letter Summary Sheet for CSS Board Deputies

Name of Board Letter	Workforce Investment Act Outreach Campaign, Fiscal Year 2003-04
Tentative Dates: 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) January 2004 2) March 16, 2004 3) March 30, 2004
Branch/ Author	Employment and Training / Business Services and Marketing Division Grace Sanchez, Analyst, 213-738-2656
Summary of Board Letter	This Board Letter requests continuation of outreach activities for workforce development services using multiple funding sources, including LA County WIA Adult/Dislocated Worker/ and Youth Program funds; and contributions from the City of Los Angeles and the South East Los Angeles County (SELACO) WIBs. This is a regional effort to promote employment and training services throughout LA County and represents a partnership with various other organizations
Dollar Amount	\$1,022,139
Source of Funding	LA County WIA Adult, Dislocated Worker, Youth Program Funds and City of Los Angeles and SELACO WIBs. LA County is leveraging funds from partner workforce development agencies that support the WorkSource California system.
Strategic Plan Goal	Service Excellence and Workforce Excellence
Additional Issues	CSS is in the process of releasing a Request For Proposal for marketing services.

March 30, 2004

Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**WORKFORCE INVESTMENT ACT (WIA)  
MARKETING CAMPAIGN, FY 2003-04  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS), or his designee, to conduct marketing and outreach for workforce development services to businesses and job seekers, under the identity of *WorkSource California*, through June 30, 2004, using \$1,022,139 from various funding sources as outlined in Attachment A.
2. Authorize the Director of CSS, or his designee, to accept \$150,000 from the City of Los Angeles, which will be incorporated into the overall marketing budget to provide services in accordance with the existing contract between CSS and the City of Los Angeles.
3. Authorize the Director of CSS, or his designee, to execute the strategies noted in Phase II of the Marketing Outreach Plan, Attachment B;
4. Authorize the Director of CSS, or his designee, to execute a contract, in a form substantially similar to Attachment C, in the amount of \$822,667, with \_\_\_\_\_ marketing firm, after County Counsel approval and effective the date of Board approval, through June 30, 2004; authorize CSS to extend contract for a period of one year based on satisfactory performance and availability of funding.
5. Authorize the Director of CSS, or his designee, to spend \$199,472 on events, website enhancements and outreach activities, which are not part of the Marketing Outreach Plan.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

This letter requests the Board to authorize CSS to continue marketing and outreach, which will provide employment services and opportunities to those affected by the recent economic downturn. These efforts include measurable results that are directly linked to empowering communities, producing and equipping a qualified workforce with

the skills needed in today's job market. Furthermore, these activities are essential for growing the local economy through increased visibility of the Workforce Development System.

A marketing firm will be contracted to design and implement a new advertising campaign to appeal to businesses and career seekers, with a primary emphasis placed on businesses. The campaign will also focus on reaching senior workers, youth and persons with disabilities and print materials will be produced in several languages other than English, including, but not limited to, Spanish, Vietnamese, Chinese, and Russian. The marketing firm will also conduct an evaluation of the campaign.

### **FISCAL IMPACT/FINANCING:**

The marketing and outreach that will be conducted during this fiscal year are from several funding sources, including Workforce Investment Act Adult, Dislocated Worker, and Youth. On June 10, 2003, your Board approved the use of \$208,102 in FY 2002-2003 WIA Adult, \$174,001 in WIA Dislocated Worker, and \$240,036 in WIA Youth Program funds. Countywide marketing efforts are also being financially supported by the City of Los Angeles and by the Southeast Los Angeles County Workforce Investment Board. The combined total allocated for marketing and advertising in FY 2003-04 is \$1,022,139.

<b>Funding Source</b>	<b>Amount</b>
WIA Adult	\$208,102
WIA Dislocated Worker	\$174,001
WIA Youth	\$240,036
City of Los Angeles	\$375,000
SELACO	\$25,000
<b>Total</b>	<b>\$1,022,139</b>

These activities will have no negative impact on the Los Angeles County General Fund.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Since year 2000, CSS, on behalf of the Los Angeles County WIB, has engaged in an aggressive marketing and branding campaign for workforce development services. *WorkSource California* is the name established to represent the services available in the greater Los Angeles region and is displayed on all marketing materials disseminated to the public.

CSS continues to collaborate with other County Departments, Workforce Investment Areas, and State agencies on regional projects that focus on enhancing the local Workforce Development System, with *WorkSource California* as the unifying symbol. Marketing and outreach efforts to date have redirected business toward stability and have helped thousands of County residents access employment services during these ever-changing economic times.

**PERFORMANCE MEASURES:** Performance measures are outlined in the contract for the new marketing firm. Additionally, campaign outcomes will be tracked through an increase in volume by 10% through the Job Seeker and Employer Call Centers, WorkSource California website, kiosks, and traffic to the WorkSource Centers. This increase will be assessed at the end of the campaign period. Progress reports will be provided to your Board.

**IMPLEMENTATION OF STRATEGIC PLAN GOALS:**

The recommended actions are consistent with Goal #1 Service Excellence, of the Los Angeles County Strategic Plan, which is to provide the public with easy access to quality information and services that are both beneficial and responsive.

**CONTRACTING PROCESS:**

A Request for Proposal (RFP) process for marketing services was conducted on \_\_\_\_\_. CSS composed an Evaluation Team made up of individuals that included staff, Workforce Investment Board members, and outside experts that evaluated and rated the proposals. The RFP process was in compliance with the County's Contracting Procedures and was listed with the Office of Small Business. Additional notices of the RFP were provided to the Los Angeles Economic Development Corporation and WorkSource Centers. The recommended marketing firm \_\_\_\_\_ was approved by the WIB on March 11, 2004.

On June 24, 2003, your Board approved CSS to accept \$225,000 and enter into an agreement with the City of Los Angeles for regional marketing through June 30, 2004. The additional \$150,000 provided by the City of Los Angeles will be incorporated into the existing agreement between CSS and the City. The total amount will now be \$375,000.

**IMPACT ON CURRENT SERVICE:**

The recommended actions will continue to provide businesses with opportunities for growth and access to a diversified workforce, while connecting the public with avenues for employment services.

Respectfully submitted,

ROBERT RYANS  
Director

Attachments (3)

- c. David E. Janssen
- Lloyd W. Pellman
- Violet Varona-Lukens



# Attachment A

## Outreach Budget PY 2003-2004

	Revenue	Expenditures	
<b>Total Funds</b>	<b>\$1,022,139</b>		
WIA Adult	\$ 208,102		
WIA Dislocated	\$ 174,001		Represents set-aside funds from WIA programs for 2003-04 FY
WIA Youth	\$ 240,036		
City of Los Angeles	\$ 375,000		Represents contributions from partner WIAs for 2003-04
SELACO	\$ 25,000		
<b>General Outreach (Marketing Firm)</b>		<b>\$822,667</b>	CSS will release an Request For Proposal to contract a marketing firm to develop and execute a campaign on workforce development services to businesses and career seekers
<b>Outreach Activities (CSS)</b>		\$62,428	<i>Advertising</i> - CSS to procure vendors for unplanned or special advertisements.
		\$54,950	WorkSource Website: CSS will contract ISD to enhance the website.
		\$42,094	<i>Events</i> - CSS to secure sponsorships at trade shows, job fairs and conferences; and outreach at seminars, association meetings and other public events.
		\$40,000	<i>Project Management</i> – CSS will conduct in-house activities and oversee the work produced by the Contractor.
		<b>\$199,472</b>	
	<b>Total</b>	<b>\$1,022,139</b>	

## **EXHIBIT C**

### **VENDOR CONTRACT PERFORMANCE MEASURES**

1. Contractor will be measured on the timeliness of production and placement of advertisements based on an approved time schedule according to the terms of a signed contract.
2. Contractor will be measured on the quality of the work products through a preliminary review and approval of draft marketing materials.
3. Contractor will be measured on the professionalism maintained with management and staff through quarterly progress reports provided by Los Angeles County staff.
4. Contractor will be measured based on a survey capturing satisfaction of the presentations and trainings to staff, the Workforce Investment Board, and WorkSource Centers on the new campaign. Results will be shared with Contractor for corrective action plans when necessary.
5. Contractor will be measured on the methods and instruments developed to capture substantive data that will measure pre and post marketing efforts.
6. Contractor will be measured on the effectiveness of the marketing campaign by gradual increases in call volume to the WorkSource Job Seeker and Employer Call Centers, the WorkSource Centers Monthly Outreach Reports, and hits to the WorkSource California website, which will lead to increase usage of services. This will include capturing testimonials and other success stories from internal and external customers to be featured in the WorkSource electronic newsletter.
7. Contractor will be measured on satisfactory completion of each deliverable stated in the Statement of Obligations and timelines. An inability to meet and keep to timelines could lead to a termination of the contract.

Management will provide regular feedback on the Contractor's performance in the aforementioned areas.

Management will work with the Contractor to ensure improvement and completion of deliverables.

Management will provide reports and other data collected on the tracking of the campaign to assist the Contractor in measuring the overall campaign effort.

## **Low-Income Home Energy Assistance Program (LIHEAP)**

AGN. NO. \_\_\_\_\_

MOTION BY SUPERVISOR YVONNE BRATHWAITE BURKE

January 13, 2004

The federal Low-Income Home Energy Assistance Program (LIHEAP) was created in 1981 as a block grant allocated to States to operate multi-component home energy assistance programs for qualified, low-income households. The legislation stipulates that the distribution of funds should be coordinated with public or non-profit entities, which have experience in assisting low-income individuals, such as the Community Services Block Grant (CSBG) program. In FY 2003, the State of California was allocated approximately \$77 million. During the same period, the four LIHEAP program operators/contractors providing services in Los Angeles County were allocated nearly \$17 million.

Throughout California, LIHEAP funds are administered primarily by Community Action Agencies (CAAs). Although the County's Department of Community and Senior Services (DCSS) is a locally designated 'Community Action Agency', it is precluded from competing for LIHEAP funds. Current statutes, enacted in 1997 (SB 558), have been interpreted by the State Department of Community Services and Development

-M-O-R-E-

MOTION

MOLINA	_____
BURKE	_____
YAROSLAVSKY	_____
ANTONOVICH	_____
KNABE	_____

**MOTION BY SUPERVISOR YVONNE BRATHWAITE BURKE**

January 13, 2004

Page 2

(DCSD) to mean that present LIHEAP providers in Los Angeles County are afforded protection under federal and states laws and that formation of service regions beyond those that were in place in 1995, or those that were in place in Los Angeles County in January 1997, shall occur only with the concurrence of service providers within the proposed regions.

Legislation is needed in order to clarify existing laws to allow DCSS to compete for LIHEAP funds. DCSS through a network of over 100 non-profit agencies of CSBG and Area Agency on Aging program operators/ contractors is in a better strategic position to provide LIHEAP services to qualified low-income families and the elderly population throughout the county.

I, THEREFORE, MOVE THAT THE BOARD instruct our advocates in Sacramento to assist in seeking approval of legislative proposals that would enable Los Angeles County to compete directly for federal Low-Income Home Energy Assistance Program funds.

**#####**

YBB:JO:jt3(LIHEA)

Date: January 13, 2004.

To: Los Angeles County Board of Supervisors

From: Veterans in Community Service (VICS)  
Pacific Asian Consortium in Employment (PACE)  
Maravilla Foundation, Inc.  
Community Enhancement Services (CES)

RE: Motion submitted by Supervisor Burke (04-0151)

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The four (4) current Low Income Home Energy Assistance Program (LIHEAP) providers, strongly oppose the motion made by Supervisor Burke dated January 13, 2004 (04-0151) on the following grounds:

1. **The motion implies that the County CAA did not have an opportunity to compete for the LIHEAP funding in the past.**

**Clarification:**

The County CAA had been a LIHEAP Provider until 1996 although the actual provision of LIHEAP services had been subcontracted by the County CAA to the existing LIHEAP providers. They had been provided every opportunity to compete LIHEAP funding in 1996 during the formation of service regions by the Department of Community Services and Development (CSD). By the decision of the Los Angeles County CAA, communicated to CSD by its past Executive Director Mr. Henry Knowls the County CAA had made a voluntary decision not to participate in LIHEAP service provision at that time. The details are on file with CSD.

2. **The motion implies that the current LIHEAP providers in Los Angeles County were afforded special protections which were not afforded to other LIHEAP providers throughout the state.**

**Clarification:**

All current LIHEAP providers throughout the state had been afforded the same protections as the Los Angeles Providers (they had been grandfathered into the law). Changing the existing law in order to deprive the current LIHEAP providers in Los Angeles County from the same protections, as enjoyed by the LIHEAP providers in all other counties of the state would mean that Los Angeles LIHEAP Providers are treated differently.

Removing the grandfathering protections from the entire statewide network would result in disruption of LIHEAP services throughout the state.

3. The motion states that "Throughout California, LIHEAP funds are administered primarily by Community Action Agencies (CAAs)".

**Clarification:**

The federal legislation does not provide for any preferential treatment of CAAs over CBOs. Los Angeles County CAA by far not the only CAA in the state which does not provide LIHEAP services. There are 23 other counties where LIHEAP services are provided by CBOs.

4. The motion states that "DCSS through a network of over 100 non-profit agencies of CSBG and Area Agency on Aging program operators/contractors is in a better strategic position to provide LIHEAP services to qualified low-income families and the elderly population throughout the county."

**Clarification:**

The existing regulations require all contractors to provide all the aspects of the LIHEAP program including Home Energy Assistance Program (HEAP), Weatherization (WX) and Furnace Repair and Replacement (FRR).

The CSD contract language specifies that the non-profit organizations that are performing WX activities should possess an active Class "B" General Building Contractors license, issued in the agency's name by the Contractor's State Licensing Board (CSLB).

Those local providers who do not possess the Class "B" license would not be eligible to provide LIHEAP services.

5. We take a strong exception to the implication contained in the motion that certain segments of the population such as senior citizens are not getting their fair share of LIHEAP services.

**Clarification:**

The data available through CSD clearly illustrates that all four current LIHEAP providers concentrate their outreach efforts on the vulnerable population groups including senior citizens, disabled and families with children under 6 years.

6. We are concerned about the fact that none of the existing LIHEAP providers had been contacted or invited to participate in any discussion during the preparation of this motion. In all fairness we would like to be given an opportunity to respond to or clarify any issues contained in this motion.
7. Currently the County CAA has given up a significant amount of CSBG funds to the rural CAAs. We are concerned about the fact

that County CAA is contemplating gaining LIHEAP dollars in lieu of the loss of CSBG funding. This will not help the loss of services to the low-income population due to the loss of CSBG since the LIHEAP funds are restricted to energy services.

In conclusion, we believe displacing legitimate LIHEAP service providers with over 20 years of experience and a very positive track record with CSD, cannot possibly constitute good public policy.

We urge the members of the Board of Supervisors to vote against this motion or at the very minimum to table the motion and refer the subject for further study.



# ACCES

ASSOCIATION OF CALIFORNIA COMMUNITY  
AND ENERGY SERVICES

## Board of Directors

Alex Sotomayor.  
*President*

William Parker  
*Vice President*

Louise Perez  
*Secretary/Treasurer*

Kerry Doi  
*Director*

Tony Gallegos  
*Director*

Lee Riggan  
*Director*

Zigmund Vays  
*Director*

Executive Director  
James Hodges

## Member Organizations

Bay Area Poverty Resource Council  
*San Francisco, Santa Clara, Alameda, Contra Costa,  
San Mateo, and Santa Cruz Counties*

Campeños Unidos, Inc.  
*San Diego and Imperial Counties*

Central Valley Opportunity Center  
*Stanislaus County*

Community Action Agency of San Mateo County, Inc.  
*San Mateo County*

Community Enhancement Services  
*Los Angeles County*

Community Resource Project, Inc.  
*Sacramento County*

Economic Opportunity Council of San Francisco  
*San Francisco County*

Macavilla Foundation  
*Los Angeles County*

MAAC (Metropolitan Area Advisory Committee)  
Project  
*San Diego County*

North Coast Energy Services  
*Mendocino, Solano, Yolo and Lake Counties*

PACE (Pacific Asian Consortium in Employment)  
*Los Angeles County*

TELACU (The East Los Angeles Community Union)  
*Los Angeles County*

Ventura County Commission on Human Concerns  
*Ventura County*

Veterans in Community Service, Inc.  
*Los Angeles County*

January 12, 2004

To: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne Brathwaite Burk  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From: James Hodges, Executive Director, ACCES

Re: Item No. 2, Agenda of January 13 of 2004: Motion to Support  
Legislative Proposals to Enable Los Angeles County to Compete for  
Low Income Home Energy Assistance Program (LIHEAP) Funds.

The membership of our organization, ACCES, comprises Community  
Action Agencies and Community Based Organizations throughout  
California which provide services to low income households through  
programs such as LIHEAP and Community Services Block Grant  
(CSBG).

Item No. 2, Agenda of January 13, 2004 appears to be based on  
misinformation. The action proposed would NOT "increase access to  
funding under the Low Income Home Energy Assistance Program in  
Los Angeles county," as stated in the memo to the Supervisors from  
Chief Administrative Officer, David E. Janssen. The proposed action  
would not provide even one more LIHEAP dollar to the county of Los  
Angeles. It would only affect which organizations distribute the fixed  
LIHEAP allocation to the county's low income households. This  
allocation formula is set by LIHEAP's administrator, the state Depart-  
ment of Community Services and Development (CSD).

The true problem for low income households is that Los Angeles  
County, the City of Los Angeles, and Long Beach do not receive a fair  
and reasonable share of LIHEAP funds because CSD uses an outdated  
allocation formula which was based 1990 census data and had set  
aside large amounts of funds for the exclusive use of rural counties,  
and which shortchanges areas with moderate climates, such as Los  
Angeles county. *The county of Los Angeles receives the lowest per*

## **Workforce Investment Act Update**

# REVISED 2004 SCHEDULE OF WIB MEETINGS

<p><b><u>JANUARY</u></b></p> <p><u>January 6:</u> 10:00 a.m. – Certification/Recertification.</p> <p><u>January 8:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – Youth Council 12:00 Noon – WIB Board Meeting</p> <p><u>January 27:</u> (4th Tuesday) 10:00 a.m. – Quality Improvement &amp; Financing 12:00 Noon – Business Services/Marketing</p> <p><u>January 28:</u> (4<sup>th</sup> Wednesday) 10:00 a.m. – Certification/Recertification 12:30 p.m. – Mature Worker Council (Special Meeting)</p>	<p><b><u>FEBRUARY</u></b></p> <p><u>February 12:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – Youth Council 12:00 Noon – Executive Committee</p> <p><u>February 24:</u> (4th Tuesday) 10:00 a.m. – Mature Worker Council 12:00 Noon – Legislative Action Committee</p> <p><u>February 25:</u> (4<sup>th</sup> Wednesday) 10:00 a.m. – Certification/Recertification</p>	<p><b><u>MARCH</u></b></p> <p><u>March 11:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – Youth Council 12:00 Noon – Executive Committee</p> <p><u>March 23:</u> (4th Tuesday) 10:00 a.m. – Quality Improvement and Financing 12:00 Noon – Business Services/Marketing</p> <p><u>March 24:</u> (4<sup>th</sup> Wednesday) 10:00 a.m. – Certification/Recertification</p>
<p><b><u>APRIL</u></b></p> <p><u>April 8:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – No meeting scheduled 12:00 Noon – WIB Board Meeting</p> <p><u>APRIL 16 &amp; 17/FRIDAY AND SATURDAY) – OFF-SITE STRATEGIC PLAN REFRESH</u></p> <p><u>April 27:</u> (4th Tuesday) 10:00 a.m. – Mature Worker Council 12:00 Noon – Legislative Action Committee</p>	<p><b><u>MAY</u></b></p> <p><u>May 13:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – Youth Council 12:00 Noon – Executive Committee</p> <p><u>May 25:</u> (4th Tuesday) 10:00 a.m. – Quality Improvement &amp; Financing 12:00 Noon – Business Services/Marketing</p> <p><u>May 26:</u> (4<sup>th</sup> Wednesday) 10:00 a.m. – Certification/Recertification</p>	<p><b><u>JUNE</u></b></p> <p><u>June 10:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – Youth Council 12:00 Noon – Executive Committee</p> <p><u>June 22:</u> (4th Tuesday) 10:00 a.m. – Mature Worker Council 12:00 Noon – Legislative Action Committee</p>
<p><b><u>JULY</u></b></p> <p><u>July 8:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – Youth Council 12:00 Noon – WIB Board Meeting</p> <p><u>July 27:</u> (4th Tuesday) 10:00 a.m. – Quality Improvement &amp; Financing 12:00 Noon – Business Services/Marketing</p>	<p><b><u>AUGUST</u></b></p> <p><u>August 25:</u> (4<sup>th</sup> Wednesday) 10:00 a.m. – Certification/Recertification</p> <p><u>No other regular meetings scheduled</u></p>	<p><b><u>SEPTEMBER</u></b></p> <p><u>September 9:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – Youth Council 12:00 Noon – Executive Committee</p> <p><u>September 28:</u> (4th Tuesday) 10:00 a.m. – Mature Worker Council 12:00 Noon – Legislative Action Committee</p> <p><u>September 29:</u> (4<sup>th</sup> Wednesday) 10:00 a.m. – Certification/Recertification</p>
<p><b><u>OCTOBER</u></b></p> <p><u>October 14:</u> (2<sup>nd</sup> Thursday) 10:00 a.m. – No meeting scheduled 12:00 Noon – WIB Board Meeting</p> <p><u>October 26:</u> (4th Tuesday) 10:00 a.m. – Quality Improvement &amp; Financing 12:00 Noon – Business Services/Marketing</p> <p><u>October 27:</u> (4<sup>th</sup> Wednesday) 10:00 a.m. – Certification/Recertification</p>	<p><b><u>NOVEMBER</u></b></p> <p><u>November 10:</u> (2<sup>nd</sup> Wednesday) 10:00 a.m. – Youth Council 12:00 Noon – Executive Committee</p> <p><u>November 23:</u> (4th Tuesday) 10:00 a.m. – Mature Worker Council 12:00 Noon – Legislative Action Committee</p>	<p><b><u>DECEMBER</u></b></p> <p><u>No regular meetings scheduled</u></p>

# Los Angeles County Workforce Investment Board

Josie Marquez, Executive Director

Richard Nichols , Chairman of Board

## Save the Date!!!

5<sup>th</sup> Supervisorial District Awards Banquet  
Friday, February 27, 2004.  
5:30 PM

The first in a series of Awards Banquets for participants of the Workforce Development System is being held in Supervisor Michael Antonovich's District 5, at the Four Points Barcelo Hotel in Monrovia, on Friday evening February 27. All training agencies from the Fifth District are encouraged and welcome to nominate participants of their programs. All nominees will be hosted by the organization that nominates them, certificates will be given to all nominees. At least one nominee from each category will be asked to make a verbal presentation of their participation.

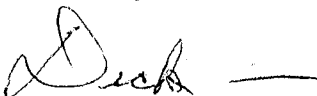
The categories are: Youth, Adult, Mature Worker and Employer. Nomination forms will be mailed soon, if you do not receive them by January 19, please call (626) 443-0180 and let me know. We are working on a tight schedule, forms must be returned by February 4. Start working on your nominees now.

Supervisor Antonovich will make the presentations and Congressman "Buck" McKeon has been invited to be our speaker for the evening. Sal Velasquez , LA Works, has volunteered his staff to handle the reservations. The San Gabriel Valley Economic Partnership Workforce Committee is handling all the details, collecting the money etc. In other words make checks out to S.G.V. Econ. Partnership.

The fee is \$40.00 per person, table of ten \$400.00. We are also seeking a few Dinner Sponsors at \$2,000.00, this includes table of ten and listing as Sponsor.

More information soon. Mark your calendar now. Maximum of 300 people.

Sincerely,



Richard Nichols  
WIB Chair

JAN 14 REC'D

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**COUNTY OF LOS ANGELES  
FIFTH SUPERVISORIAL DISTRICT  
WIB NOMINATION  
2004**

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The following nomination is submitted for the 2004 County of Los Angeles WIB Recognition (please print or type).  
Duplicate as needed.

<b>NAME OF NOMINEE</b>
------------------------

<b>CATEGORY OF THE NOMINEE</b>
--------------------------------

<b>ADULT NOMINEE</b> (Nominee was age 22 or older at the end of 2003)	<b>CHECK</b>
<b>YOUTH NOMINEE</b> (Nominee was age 21 or younger at the end of 2003)	<b>CHECK</b>
<b>EMPLOYER NOMINEE</b> (Exemplary service benefiting JTPA participants)	<b>CHECK</b>

<b>NOMINATING AGENCY</b>	<b>CONTACT PERSON</b>
--------------------------	-----------------------

<b>TELEPHONE NO.</b>	<b>FAX NO.</b>
----------------------	----------------

<b>ADDRESS OF NOMINATOR</b>
-----------------------------

Mail Nomination Forms to:

Richard Nichols  
P.O. Box 5866  
El Monte, CA 91734-1866

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**COUNTY OF LOS ANGELES  
FIFTH SUPERVISORIAL DISTRICT  
WIB NOMINATION  
2004**

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**Please provide a summary of the primary reasons for nominating this individual/employer for recognition. The objective is to document what is special about the nominee.**

**REGIONAL WORKFORCE GROUP (RWG) AGREEMENT WITH  
THE COUNTY OF LOS ANGELES  
FACT SHEET**

**REGIONAL WORKFORCE GROUP (RWG) AGREEMENT WITH**  
**THE COUNTY OF LOS ANGELES**  
**Fact Sheet**

**Background**

Prior to the enactment of the Workforce Investment Act (WIA) of 1998, the County of Los Angeles Department of Community and Senior Services County had a long standing relationship of nearly 25 years with the **Prime Agents (now known as Regional Workforce Groups (RWG's))**. The agreement between the County and the Prime Agents (L.A. Works, Career Partners, Hub Cities, Compton Career Link, SASSFA and the former Mid San Gabriel Valley Consortium) defined the following:

- Legal Relationship between the County designated agencies listed above that had consortiums of cities by way of Joint Powers Agreements (JPS's) with those cities.
- Defined County and Prime Agent (aka RWG's) responsibilities
- Established County's agreement with regard to the allocation of JTPA funds by formula to the Prime Agents.

**Status of Agreement**

With the enactment of WIA, it was recognized by both the County and the RWG's (aka Prime Agents) that a new agreement with all applicable revisions based on the WIA program requirements was needed. Therefore, a process of crafting an agreement that met the expectation of the WIA law and included safeguards for the County was begun between the County and the Prime Agents. In the course of this process, the Prime Agents changed their name to Regional Workforce Groups.

In recent months, CSS and the RWG's have had discussions on areas of concern to the both the County and RWG's which included, the County's request for added assurances in the agreement governing disallowed costs and the Cities in the JPA's responsibilities in the event such costs cannot be recovered through the CSS contracted agency, and, the RWG's request for clear language governing carryover policies to the RWG's.

On January 9, 2004, in a meeting between County Counsel, CSS staff and representatives from 3 RWG's and their attorney resulted in the following:

1. Various agreements on language changes still necessary to the agreement were reached to strengthen the area of Indemnification.
2. Agreement to craft consensus language governing Carryover
3. Both Councils agreed to craft the language within two weeks.

**Next Steps**

- January 22, 2004 the WIB's By Laws Committee will review the RWG agreement and make a final recommendations to the WIB
- February 12, 2004 the Executive Committee of the WIB will consider the recommendations from the By Laws Committee
- Early April 2004 - Board Letter for the Board of Supervisors Consideration